Deputy Director OIT - Management: Action List

The following list of items is not prioritized. The list is made up of items for which I would like the DD/OIT- Management to be responsible, oversee and initiate action. In some instances items may appear on a similar list prepared for the DD/OIT-Operations or the DD/OIT-Development. In such cases, close coordination will be expected.

A. Work with the Office of Logistics to establish a Contracting Office within OIT. Such an office was established in OC last year.

B. Oversee OIT budget and planing function. Handle relationship with DDA front office and Comptroller's office on these topics.

C. Oversee OIT training and career development activities. I seek an active training program both internal and external. The program is not just voluntary. We must invest for the future. Thus, some individuals with potential will be asked to take external training in areas OIT believes are required, for example, in the broad field of information management.

D. Oversee personnel matters. Chair, on my behalf, the MZ Career Board.

E. Work with PMCD to apply "banding" in OIT.

F. Take steps to offer employees from OS, who are in Computer Security Group, and employees from OC, who are in Domestic Network Group, an opportunity to change their career service to OIT. This should be accomplished by a personal memo to each employee. (Exclude employees from panels N and D in OC.)

G. In considering assignments for OIT personnel to management positions - GS-13 and up - make certain that assignments are made after considering candidates by "commision". (Let's discuss this.)

H. Oversee the general administrative, logs and security activities for OIT, excluding Computer Security Group.

I. OIT needs someone who is constantly looking at new technology in the computer/terminal and communications fields. Perhaps more importantly, this person must make certain that OIT knows about these new developments, factors them into our thinking and plans.

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L. Much as OC does, OIT needs a formal introductory training program for all employees which supplements that provided by the Agency. There is already an attempt at such a program. This should be reviewed. Further, there is a need for a tech training program (internal or external) for some of our employees. This should be tied into career development. There needs to be a clear roadmap that can be discussed with employees that shows them the route to various careers in the ADP/Commo/Info Management fields. (Let's discuss.)

M. OIT should be prepared to take on the "film industry" of the Agency if it is sent our way.

N. OIT should be prepared to take on the overall "records management" business of the Agency if it is sent our way.

O. Periodically, there should be meetings away from Hqs to discuss broad issues impacting the office. These meetings should be OIT sponsored rather than by an element of OIT, although the mission of a particular unit may be the reason for the meeting. DD/OIT-Management should oversee (this does not mean he has to attend) the program of such meetings.

P. OIT needs to build bridges to the DI. I particularly look to the DD/OIT-Management to keep channels open to the DI. I want OIT to be "user friendly". We all will have to work on this!

Q. OIT needs to build bridges to the DS&T. I look to the DD/OIT-Management to develop channels to the DS&T as well. If they need support in scientific computing, we should be prepared to support them and the DI which it is likely has similar needs.

R. Requirements. One impression I have gained after several weeks in OIT is that the office receives requirements - big and small - but seldom accepts them. For example, we are told by ASG that we were given a requirement to provide 100% up time (availability) for SAFE. I find no record that we either accepted that requirement or told the DI that to provide 100% up time would cost $40,000,000 more. The point I am making is that the office needs a point that screens requirements, records them and records responses. This should be in DD/OIT-Management's office.

S. Space. The determination as to the amount of space that is required by OIT for its hardware - computers and communications equipment - is the responsibility of Operations. However, the broader issue - How much space is needed by OIT for staffers, hardware and contractors? - is the business of Management. Also, the obtaining of space and the assignment of space is the responsibility of Management, of course, after discussion with the other DDs.

T. The Weekly Report to the DDA is to be prepared in Management. (This is presently a poor document that is not selling the accomplishments of this Office and too often does not state what we are doing in English understandable at the top.)

U. Software Store - Hardware Store.

V. SIS Position descriptions.

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